

Internal Ref.	S/07/V02
Review date	May 2018
Version No.	2

Safeguarding



Drugs, Alcohol, Tobacco, Legal Stimulants and Energy Drinks Policy

BACKGROUND INFORMATION	
Statutory document or not	No
Author	Assistant Principal - Students
Last review and publication date	May 2016
Related documents i.e. legislation etc.	
Target audience	Students, parents, carers and teachers
Subject	Drugs, Alcohol, Tobacco, Legal Stimulants and Energy drinks
Reference and version	OMA/S/07/V02
For further copies email	compliance@omacademy.co.uk
Location of published copy	Compliance Officer, Ormiston Maritime Academy
Date	May 2016
Review date	May 2018
Consulted with	Students, parents, carers and staff and Governors within Ormiston Maritime Academy

Document history			
Date	Amendments made	By whom (name/job title)	Stakeholders approval (cttee/staff/parents/ students)
May 16	Review document in line with OAT Policy document	E Kitchen Compliance Officer	Students, parents, carers and staff and Governors within Ormiston Maritime Academy

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1 Introduction

1.1 This procedure has been adopted by the Governing Body of Ormiston Maritime Academy in May 2016.

1.2 This policy supports the Behaviour Policy.

1.3 There are two main parts to this policy :

Part A – the provision of drugs, alcohol, tobacco, legal stimulants and energy drinks

Part B – the management of drug related issues

Equality and Diversity : All policies are intended to ensure that no-one is treated in any way less favourably on the grounds of race, colour, national or ethnic or social origin, race, disability, gender, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, age, religion / belief or political / other personal beliefs.

2 Principles

2.1 We are committed to ensuring that the Academy provides a positive and healthy environment, free from the misuse of drugs, alcohol, tobacco and other substances. The Academy has a zero tolerance approach to the possession and misuse of such substances.

2.2 Ormiston Maritime Academy nurtures a climate where all students want to learn. Through the curriculum we aim to promote the spiritual, moral, social and cultural development of all students at our Academy to prepare them for the best life chances available to them. We do this through reinforcing positive behaviour and providing a caring response to the learning needs of all students. We recognise that though drugs may not always be harmful, all carry the potential for harm. Safety and effective management therefore underpin both the Academy's drugs education and its response to any incidents. Medicines (over the counter and prescription) will be treated with the same priority, care and respect as non-medicinal drugs.

2.3 This policy seeks to ensure that the community of the Academy receives a common message about drugs, alcohol and tobacco use, the inappropriateness and dangers of drug misuse and how issues surrounding these areas are dealt with by the Academy to ensure consistency.

3 The Aims of this Policy

3.1 The Academy's drugs, alcohol and tobacco policy aims to :

- safeguard the health and well-being of all members of the Academy community
- enable all members of the Academy community to make informed decisions on their own and others' attitudes to drugs, alcohol and tobacco by increasing knowledge, challenging attitudes and developing and practicing skills
- provide a safe and healthy environment which is conducive to the education of the students in the Academy
- widen understanding about related health and social issues

- outline the aims, content and organisation of the school drugs, alcohol and tobacco education programme
 - provide clear guidance to staff about procedures for managing drug-related incidents
 - ensure that adequate support mechanisms and sanctions are in place where required
- 3.2 This policy sets out the Academy's approach to teaching and learning about drugs, alcohol and tobacco, our rules relating to their use and also describes how the Academy will manage any incident either on or off Academy premises. This policy applies to all members of the Academy community and any visitors.
- 3.3 This policy applies to all Academy activities including those which occur outside of normal hours and whether on Academy premises (either inside or outside) or on any external visit or residential trip. This includes activities run by non-academy staff or adults other than teachers as a part of our enrichment programme. There may also be some circumstances where this policy might apply to a student away from the Academy but still in uniform.
- 3.4 This policy covers the possession, use or supply of the following substances. This is not an exhaustive list and other, existing or new substances, which are similar in type or effect will also be covered by the principles detailed.
- All illegal substances / drugs (including drug related paraphernalia i.e. needles, smoking devices)
 - Alcohol
 - Tobacco (including smoking related paraphernalia i.e. matches, lighters)
 - E-cigarettes
 - Solvents (including but not limited to, aerosol deodorant, compressed air, and aerosol hairspray)
 - Medicines
 - Legal stimulants
 - Energy drinks
 - Medications – both prescription and non-prescription where they do not fall under the Academy's Supporting Students with Medical Needs policy (including administering medicines)
- 3.5 If in doubt the Academy will treat any suspicious substance as illegal / contravening this policy unless there is evidence to suggest otherwise. In such circumstances the Academy will follow the procedures outlined.
- 3.6 All students, no matter what their age, must comply with the principles in this policy. Members of staff and visitors will be obligated to comply with all of the principles of the policy with the exception of the possession of e-cigarettes, tobacco and smoking paraphernalia (matches, lighters etc.). Ormiston Maritime Academy is a non-smoking site. Visitors are not permitted to smoke (including e-cigarettes) on Academy premises / at the entrance to the Academy, under any circumstances. Both staff and visitors should avoid smoking in front of students and / or encouraging students to smoke.

4 PART A – Content and Organisation of Drugs, Alcohol, Tobacco, Legal Stimulants and Energy Drinks

4.1 Aims

4.1.1 We believe drugs, alcohol, tobacco, legal stimulants and energy drinks education should not be delivered in isolation, but be firmly rooted in our Social, Moral, Spiritual and Cultural (SMSC) and Citizenship programme, supplemented by Science and other subjects of our taught curriculum. The broad educational aims of our drugs, alcohol, tobacco, legal stimulants and energy drinks education programme (which are progressive as students move through the academy) are to :

- increase the knowledge and understanding of drugs, their use and dangers, the law and local and national agencies
- explore a range of views, clarify attitudes and challenge stereotypes
- develop a range of skills to enable young people to make their own informed decisions about drugs.

4.1.2 Such skills include assessing and avoiding risks, communicating with others, assertiveness, accessing information and advice, helping others, first aid etc.

4.2 Content

4.2.1 Through SMSC provision, our drugs, alcohol, tobacco, legal stimulants and energy drinks policy plans to provide opportunities for the students to :

- take responsibility for themselves and others
- feel positive about themselves
- participate
- make real choices and decisions
- meet and work with people
- develop positive relationships
- consider social and moral dilemmas
- prepare for change.

4.2.2 The intention is for all our students to follow a progressive programme that identifies the requirements of the Science Curriculum and the SMSC and Citizenship Framework.

4.3 Organisation

4.3.1 Aspects of drugs, alcohol, tobacco, legal stimulants and energy drinks education are encompassed within the ethos of the Academy and may be delivered through :

- Brighter Horizons lessons
- Core and foundation subjects
- Assembly time
- Tutorial time
- Curriculum Enrichment Days

4.3.2 The drugs, alcohol, tobacco, legal stimulants and energy drinks programme will be delivered by :

- Class teachers and Personal tutors
- Other specified visitor/s or agency(s).

4.4 Planning to meet the needs of students

4.4.1 The needs of students will vary according to the experiences and beliefs of individual students or groups of students and their families. An assessment of current levels of knowledge, understanding and attitudes and self-perceived needs at the start of any programme will highlight misconceptions and draw on relevant real-life experiences, using them as starting points.

4.4.2 To assess the needs of our students we use :

- group / class brainstorming
- photographs, pictures and objects to stimulate discussion
- student surveys
- short quizzes

4.4.3 We use information from such enquiries to help us determine starting points and prioritise the content of drugs, alcohol, tobacco, legal stimulants and energy drinks education. We deal with the subject of drugs through a planned programme and also in response to opportunities as they arise in the classroom. We revisit issues as the students' awareness, readiness and experience grown with time, to build on previous learning. The teaching methods used balance didactic input and written work with active learning opportunities to foster student participation. Teaching resources are chosen for their appropriate content and their quality as recommended in the latest DFE guidance materials and is monitored by the Assistant Principal responsible.

4.5 Inclusion

4.5.1 Drugs Education will be inclusive, for example, some students with learning difficulties may need more help than others in understanding what sorts of behaviour are acceptable and to develop the confidence and skills to resist drugs. Alcohol and other drug misuse may be one of a number of symptoms of emotional or behavioural difficulties. We recognise that sometimes some students' needs cannot entirely be met in school and we aim to support the welfare of such students by accessing specialist sources of help. Specialist help may include support from :

- social care workers
- Police
- Drug and alcohol services.

4.6 Monitoring Drugs, Alcohol, Tobacco, Legal Stimulants and Energy Drinks Education

4.6.1 We pay careful attention to monitoring and recording the drugs, alcohol, tobacco, legal stimulants and energy drinks education provision and the students' response to it. Our drugs, alcohol, tobacco, legal stimulants and energy drinks education is monitored to ensure teachers deliver good quality lessons following the agreed programme, and that appropriate training is provided to help them do this. Monitoring is undertaken through a variety of means :

- lesson observation

- lesson plan and evaluation monitoring
- gathering evidence of learning opportunities and changes in students' knowledge, understanding, attitudes or skills through questionnaires, overviews of evaluations and assessments.

4.6.2 The Assistant Principal, responsible for students, addresses the training needs of the staff delivering the programme and the Inset Co-ordinator considers priority and available funding for external support.

4.7 Staff training

4.7.1 Training and personal development opportunities are provided to all staff members on identifying signs of substance misuse and how to act if they suspect or have been informed of any person contravening the principles within this policy.

4.7.2 Staff members with particular areas of responsibilities with relation to this policy will be provided with adequate training to fulfil their roles effectively.

4.7.3 The training provided to staff members will be reviewed on a regular basis.

4.8 Use of Outside Speakers and Visitors

4.8.1 We are supported in our drugs, alcohol, tobacco, legal stimulants and energy drinks education work by the police and the school nursing service. Contributors are always informed of what has gone before and what is expected of them and their role and contribution carefully negotiated to ensure it meets the needs of the students.

4.9 Working with Parents

4.9.1 The Academy is committed to working in close partnership with parents and carers who have a role to play in teaching their children about drugs, alcohol, tobacco, legal stimulants and energy drinks. Parents / carers are invited to attend consultation sessions with the safer schools partnerships to discuss the drug, alcohols tobacco, legal stimulants and energy drinks education programme.

5 PART B – The Management of Drug Related Issues

5.1 If any student is under the influence of a drug or otherwise thought to be in need of medical help, it will be sought at once. A member of staff designated as a First Aider will be summoned if necessary.

5.2 Medicines

5.2.1 We ensure that students know the school rules that all medicines need to be managed at school by a designated member of staff, and can only be brought on to school premises with the Academy's office knowledge and approval. Medicines will always be kept in the First Aid room.

5.3 Legal Drugs

5.3.1 Students are not permitted to be in possession of or use alcohol, tobacco, legal stimulants, energy drinks, matches, lighters or volatile substances either in the

Academy, travelling to and from the Academy or on any trips. Any found will be confiscated and parents will be informed as a matter of course.

5.4 Tobacco

5.4.1 Smoking is not allowed on the Academy premises both within the building and playgrounds. The no-smoking policy applies to all visitors to the school, for example, parents, suppliers, supply or temporary staff and contractors.

5.5 Alcohol

5.5.1 If any student is found in possession of alcohol, it will be confiscated immediately.

5.6 Illegal Drugs

5.6.1 If any student is found in possession of an illegal drug, it will be confiscated and stored until arrangements are made with the local police for its collection. Parents will be informed. Careful investigation will be undertaken and records made and kept. Rumours or suspicions will also be fully and promptly investigated. The Academy does not tolerate the possession of or misuse of illegal substances.

5.6.2 It is the Academy's duty to make sure the decisions the students take are informed. The reasons why young people take drugs, the risks they run and the results or consequences of taking drugs need to be explored. Counselling for students found in possession of an illegal drug will be offered to the student and parents. However, if a student is found repeatedly to be in possession of an illegal drug, this will result in permanent exclusion.

5.6.3 If any student is found in possession of illegal drugs with intent to supply them to other students they will be confiscated and stored until arrangements are made with the local police for their collection. Parents will be informed. Careful investigation will be undertaken and records made and kept. As a consequence of the action of the student it will result in a Permanent Exclusion from the Academy.

5.7 School Visits

5.7.1 All those involved in school visits, parents, students and staff will be reminded of the school policy on drugs, alcohol and tobacco beforehand, and the likely consequences for being involved in a drug related incident on a school trip. A nominated member of staff will take an incident record form on all residential trips.

5.8 School Visits Abroad

5.8.1 Before embarking on visits abroad it will be important to ascertain the laws relating to drugs for that country and that all staff and pupils participating in the visit are aware of these laws. In the event of a drug-related incident abroad involving an illegal substance, the Principal will be contacted without delay. A detailed record of events will be made and countersigned by another member of staff. The Principal will decide whether the nominated teacher should contact and consult the British Consulate in that country before action is taken.

5.9 Parents and Carers

- 5.9.1 If the school discovers evidence of involvement of students with unauthorised drugs, parents / carers are contacted unless this might compromise the student's safety. The wishes of parents are considered carefully. Parents are encouraged to come to the Academy and talk to us about any concerns or questions they have.

5.10 Monitoring and Evaluation

- 5.10.1 The drugs, alcohol, tobacco, legal stimulants and energy drinks policy is monitored and evaluated through an bi-annual review process.

6 Academy Procedures

- 6.1 Any person on Academy premises or engaging in Academy activities off site that is found to be in possession, under the influence of or supplying any substance outlined in this policy will be subject to disciplinary action. This will be managed either as an Academy disciplinary matter and / or by the local police, depending on the severity of the incident.

6.2 Reporting

- 6.2.1 All members of the Academy community have the duty to report any person that is believed to be contravening any of the principles in this policy. All reports of all incidents should be made to the Principal or designated person. Reports will be taken seriously and investigated, however the Academy will only act if there is evidence or serious suspicions of a breach of the policy rules.

6.3 Investigating

- 6.3.1 Staff members have a professional duty to investigate and take appropriate action, either individually or by referral, if they have reason to believe that any student is at risk.
- 6.3.2 An initial investigation will be led by a senior member of staff who will facilitate an assessment of how best to manage the situation, whether the police should be involved and, if so, in what capacity. A written report will be kept detailing any incident.
- 6.3.3 In all but the most unusual circumstances, (and where this is the case, the reasons will be logged), parents will be informed about the situation and invited to the Academy to discuss it. Contact with parents will be maintained throughout the management of the incident.
- 6.3.4 Governors and external bodies will be notified where appropriate.
- 6.3.5 Following this initial investigation, a decision will be made about whether any immediate actions should be taken. However, most incidents will benefit from a further period of investigation.

6.4 Searching

- 6.4.1 Academy staff can search a student for any item if the student agrees, the ability to give consent may be influenced by the child's age or other factors and a decision will

be made at the time, on a case by case basis as to whether consent can be obtained.

- 6.4.2 The Principal and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. The prohibited items are in line with legislation.
- 6.4.3 A member of staff is also permitted to search for any article that the staff reasonably suspect has been, or is likely to be, used to commit an offence, cause personal injury or damage to property.
- 6.4.4 The Principal and authorised staff can also search for any item banned by the Academy rules which has been identified in the rules as an item which may be searched for.
- 6.4.5 Where there is reasonable suspicion that a student or students are in possession of an unauthorised substance they will be asked to turn out their pockets and bags. Any search of the student themselves will be conducted by a same sex (authorised) member of staff with another same sex staff member as a witness unless there is a risk that serious harm will be caused to a person if the search is not done immediately, and where it is not practicable to summon another member of staff. Staff members may require a pupil to remove outer clothing including hats, scarves, boots, coats and scarves. Staff members may use such force as is reasonable given the circumstances when conducting a search for prohibited items.
- 6.4.6 Where there is reasonable suspicion that a staff member is in possession of an unauthorised substance the Principal will request for them to agree to a search. Where they agree to a search, this will be carried out by a senior staff member of the same sex with another adult present. Where the search is refused the police will be called in to carry out the search.

6.5 *Confiscation*

- 6.5.1 Academy staff are permitted by law to take temporary possession of any suspected illegal substance, it is recommended that a picture be taken of the substance before it is then destroyed or handed on to an authorised person as soon as possible. Staff can also seize any item found which they consider harmful or detrimental to academy discipline.

6.6 *Storage and disposal*

- 6.6.1 For drugs or unknown substances, the substance will only be handled by a staff member with health and safety training using appropriate handling procedures and safety equipment. It will be placed in a lockable, secure location and the police notified in order for them to collect it. Alcohol and tobacco products will be confiscated and disposed of by the Academy. Unauthorised people are not permitted to handle suspect items and should inform a member of staff.
- 6.6.2 Hazardous substances and equipment (for example solvents) may have a legitimate use on the Academy site for a variety of reasons, this will only be done with the approval of the Principal. Where this is the case, the prohibited item will be stored securely and safely and any students that come into contact with it will be adequately supervised.

6.5 *Discipline – students*

6.5.1 Students who breach the principles in this policy will be disciplined in accordance with the Academy's **Behaviour Policy**.

6.6 *Contact with parents*

6.6.1 Whilst there is no legal obligation to contact parents it is the Academy's policy that parents should be contacted, preferably as early as possible.

6.6.2 Consideration might be given to not contacting parents if there is concern about parental reaction to the child, if parents are implicated themselves or if the police advise against it. A decision not to contact parents may only be taken by the Principal. Students will be informed that parents are to be notified prior to contact being made.

6.6.3 Parents are encouraged to come to the Academy and talk to us about any concerns they may have.

6.7 *Discipline – staff*

6.7.1 Staff members found to be under the influence of drugs or alcohol whilst on Academy premises will be disciplined in line with their contract of employment.

6.8 *Support*

6.8.1 All members of staff have a duty to support students who approach them with problems related to substance use / abuse. Prior to any further investigation any approach should always be considered as a request for help rather than a disciplinary matter.

6.8.2 When dealing with any incident staff should consider:

- Medical support – immediate first aid if required then appropriate referral to the Health Service
- Inform the Academy's Principal or designated officer (this may include the child protection officer)
- Give immediate safety / welfare support; ascertain if the student is at risk from own or others behaviour
- Communication with parents
- Discipline, where appropriate (including liaising with the police) and / or counselling and guidance
- Whether child protection measures should be invoked

6.8.3 Where problems with family substance misuse are identified, the Academy will work with the family and appropriate agencies including Social Services, the Family Substance Misuse Service, and Young Carers as appropriate to ensure that the family and therefore the student has support.

6.9 *Confidentiality*

6.9.1 Information relating to any student or students involved in drug use or misuse will follow the same procedure as for other sensitive information. The Principal will be

informed of all incidents and confidentiality will be maintained where possible at all times.

- 6.9.2 Students in the Academy should feel able to talk in confidence to a member of staff about any drug related problem without the fear of being judged and every effort should be made to establish a meaningful dialogue however no member of staff can agree to offer complete confidentiality.
- 6.9.3 Staff members that are aware that a student might be about to disclose drug involvement should warn the student that the information given may not remain confidential and that parents, the police and other relevant agencies may have to be involved. The student should be assured that the information will not become generally known amongst the Academy staff and students but that those people who 'need to know' should be informed so they are able to provide appropriate support and guidance.
- 6.10 *Information sharing*
 - 6.10.1 Where appropriate the Academy will involve partner agencies, with whom they have very positive working relationships. This will be done on a case by case basis and only in the interests of the individual concerned. When an external agency becomes involved the Academy will share information that is relevant to the situation only.
- 6.11 *Contacting the police*
 - 6.11.1 Whilst the Academy has no legal obligation to report the finding of any suspected illegal substance to the police, they will adhere to local guidance. The police will, in general, be called into the Academy when a drug related incident occurs, or if the individual concerned starts behaving in an abusive or threatening way. In most cases the Academy will attempt to use the Academy's Police Liaison Officer rather than the police.
 - 6.11.2 Only the Principal or designated person may take the decision to call in the police, in making this decision all of the circumstance of the incident will be taken into account.
 - 6.11.3 If the police are called in to interview students then the Academy will do all in its power to inform parents prior to the interview taking place. A parent or responsible adult must be present with the police at the interview. Parents have the right to refuse to allow their child to be interviewed.
 - 6.11.4 Any decision to request a police investigation will be informed by the findings of the internal initial investigation and will take account of the quantity and nature of the substance and whether it was held for personal use or to supply others, as well as a range of other factors. If supply is suspected the names of students will be passed to the police together with a full report detailing the incident and we will co-operate fully with the police investigation.
- 6.12 *Incidents requiring immediate attention*

Medical emergencies

- 6.12.1 Any student thought to have misused any substance by intent or accident will always be treated as a serious medical emergency and medical advice and treatment will be swiftly sought. Parents will be informed at the earliest opportunity. In order to ensure

the safety of students and others, first aid will be administered by a trained first aider or an ambulance called for where necessary.

6.12.2 Other students will be removed from the immediate area as soon as is reasonably practicable. A staff member will remain with the individual until medical assistance has arrived.

6.13 *Threatening behaviour*

6.13.3 Aggressive and threatening behaviour by anyone under the influence of drugs or alcohol will be taken very seriously.

6.13.3 Where aggressive and / or threatening behaviour is displayed, the Academy will not hesitate to contact the police if necessary. Any person displaying aggressive and / or threatening behaviour will be removed from the premises. In the case of students, parents will be contacted.

6.14 *Visitors*

6.14.1 Any individual causing or permitting nuisance or disturbance on Academy premises will be asked to leave and police assistance will be called for if necessary. This includes those displaying signs of intoxication.

6.14.2 Visitors to the Academy found to be under the influence of drugs or alcohol on Academy premises will be escorted from the premises. The Principal has the authority to ban persistent offenders from the premises.

6.15 *Monitoring and recording*

6.15.1 All incidents relating to the principles in this policy will be recorded and kept in a confidential place. No entry will be made to any student's record until all evidence is gathered and corroborated.

6.15.2 The Academy will follow up incidents to monitor progress. The record will contain details of the incident and any outcomes such as support and sanctions given, it will also include any evidence obtained and communications with parents and external agencies.

6.16 *Media*

6.16.1 Any media involvement will be dealt with by the OAT, the Principal or a delegated member of staff.

6.16.2 No contact should be made with the media without the permission of OAT and / or the Principal. If staff are contacted directly by the media they should refer them to OAT and / or the Principal without making any specific comment.